



## South Coast Air Quality Management District

### Engineering & Compliance

*Policies &  
Procedures*

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#### SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

##### EXECUTIVE OFFICE MEMORANDUM

**DATE:** June 12, 1989  
**TO:** Deputies and Directors  
**FROM:** Jim Lents /s/ Jim  
**SUBJECT:** Rule Requirements for Notification of Executive Officer

Many of our rules provide that notifications required pursuant to the rule be made to the Executive Officer. As a consequence, a considerable volume of mail concerning such notifications is routed through the Executive Office. Curt Coleman agrees that the Executive Officer may delegate such notifications. He also indicated that the current process to review rules will consider changing the reporting requirement to state that notices should be sent to the "District, Attention (the appropriate Division)."

In light of this advice from District Counsel, the Executive Office will no longer maintain a record of notifications received and will immediately forward such mail directly to the appropriate Division where responsibility for tracking will rest. In addition, effective immediately, all notices to sources designating a requirement to report to the Executive Officer (i.e., file a plan by a certain date, etc.) should clearly state that the notice should be sent to the attention of the appropriate Division Director.

Please call me if you have any questions.

/rpc

cc: Denise Whitcher